

# Barking Abbey School



## SIMS Learning Gateway Parent User Guide



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## Introduction

This guide gives you a brief introduction to the SIMS Learning Gateway (SLG) system. The SLG is designed to give parents easy access to their child's school record via the internet.

## Prerequisites

To access the SLG you will need an internet connection, basic broadband is sufficient. Please check the following list of supported browsers to verify that your internet browser is compatible:

Browser	PC	Mac
Google Chrome 27	✓	✗
Internet Explorer 11.x	✓	✗
Internet Explorer 10.x	✓	✗
Internet Explorer 9.x	✓	✗
Mozilla Firefox 21	✓	✗
Safari 6.x	✗	✓

## Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is **your responsibility** to ensure that your user name and password be kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

**Important Note:** Ensure that you always log out of the SLG site and close the internet browser used, otherwise the SLG site may be left open to unauthorised persons.



## Logging on

1. Using a web browser go to [www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)
2. Click Menu => Portals => SIMS Learning Gateway
3. There are basic instructions on this page and a copy of this guide, click the Login Button

### SIMS LEARNING GATEWAY

Login

Barking Abbey School uses SIMS Learning Gateway (SLG) to allow parents to view information regarding their children. The information is held on a secure website and can be access from any location. The SLG gives you access to attendance information and assessment summaries, timetables and end of term reports.

#### User Accounts

Username and Passwords are issued to each parent/guardian that has parental responsibility. Usernames and Passwords will be sent out via the post in separate letters for security reasons and may not arrive at the same time, **please keep these safe until both have arrived.**

4. The SLG Login page will be displayed, enter the details provided by the school as below



	<input type="text"/>
Username	
	<input type="password"/>
Password	
Security:	
<input checked="" type="radio"/>	This is a public or shared computer
<input type="radio"/>	This is a private computer
<input type="checkbox"/>	I want to change my password after logging on
<a href="#">Click Here</a> if you have forgotten your password.	

Recommended –  
select 'this is a  
public or shared  
computer'

SIGN IN

Click here to  
log in



5. If this is the first time you have logged onto the SLG you must change your password using the method below:
- Enter your old password
  - Enter your new password twice ensuring you follow the **password complexity rules** below
  - Click the change button
  - You will now see a message confirming the **successful change of the password** or **that the credentials entered are not valid** and you will be returned to the initial login screen.

#### Password Complexity Rules:

- Must not contain your username or parts of your full name that exceed two consecutive characters
- Must be at least 6 characters long
- Must have at least one CAPITAL LETTER
- Must have at least one lower case letter
- Must contain at least one number OR at least one non-alphanumeric character (e.g. !, #, \$, %)
- Must not be any of your previous 3 passwords

6. Log back on using your new password.

The screenshot shows the Barking Abbey School SLG interface. The top navigation bar includes links for Home, Teachers, Parents, Students, and School Administrators. The left sidebar contains a 'View All Site Content' menu with sections for Documents, Lists, Discussions, Calendar, Sites, and People and Groups. The main content area features a 'Welcome!!' message from Paul Leake, dated 20/11/2014 14:56, and a 'Calendar' section. On the right, there is a large Barking Abbey School crest and a 'Links' section with links to Moodle, Home Access Plus, Webmail, IT Helpdesk, Check Junk Mail, and Parent User Guide.



## The Homepage

The homepage will change over time as the use of SLG grows. The information here will be the same for all parents.

Seen by All SLG Users

Specific to you and your children

## Managing your user account

Click the **My Account Page** link on the Navigation Bar to display the My Account page. From here you can:

- view your personal details
- change your password
- change your security question and answer

Parents Site

- My Account Page
- School Details Page
- My Children Dashboard



## Viewing your user account details

The View My User Account panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, see page 14 for instructions

## Changing your password

1. In the Change My User Account Password panel, enter your Old Password

2. Enter your new password in the New Password and Confirm New Password fields. **NOTE:** The password complexity rules from page 5.
3. Click the Change button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

## Changing your security question and answer

**Important Note:** If you forget your password you can recover it if your email address is correct **AND** you have set up a security question as below.

1. In the Change Security Question and Answer panel, enter a question in the **Security Question** field



**Note:** The question should be unique to you and must be easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

### Forgotten your password?

1. Browse to the SIMS logon page and click the 'forgotten password' link
2. Enter your **User Name** and click the **Continue** button

3. Enter your Security Answer to the Security Question and click the Request button

If the password is requested successfully, the following message is displayed and your new password is **emailed to you**

**Important Note:** If your user account has no email address, or you have attempted and failed to answer the security question please email [slg@barkingabbeyschool.co.uk](mailto:slg@barkingabbeyschool.co.uk) for assistance.





## Viewing information for your children

The **My Children Dashboard** displays an overview of all the children you have registered with the school

The screenshot shows the 'Parents Site' dashboard. On the left is a blue sidebar with navigation links: 'View All Site Content', 'Documents' (Shared Documents), 'Lists' (Calendar, Tasks), 'Discussions' (Team Discussion), 'Sites', 'People and Groups', 'SIMS Learning Gateway', 'My Account Page', 'School Details Page', and 'My Children Dashboard'. The main content area includes: a 'Parent News' ticker at the top; a 'HeadLines' section with a 'Session lateness' chart showing '2%' and a 'Today's Attendance' box showing 'No attendance recorded for today'; an 'Events' section titled 'Events from : Last 7 Days' with a message 'There are no events recorded for selected range.'; and a 'My Children Links' section with links to 'Student Dashboard', 'View Reports', 'Homework', and 'Data Collection Sheet'. Red arrows point from text labels to specific features: 'Attendance and Lateness Summary' points to the session lateness chart; 'Parent News Ticker' points to the news ticker; 'Information on Events recorded for your child' points to the events section; 'Displays detailed information about your child' points to the sidebar; 'Access to reports' points to the 'View Reports' link; and 'Submit changes to your child's information – e.g. address, contact email etc' points to the 'Data Collection Sheet' link. A red text box at the bottom right states: 'If you have more than one child at the school they will be shown here'.

Attendance and Lateness Summary

Parent News Ticker

Parent News | There are \_

HeadLines

Session lateness  
(current academic year)  
**2%**

Today's Attendance

attendance for today

No attendance recorded for today

History

Events

Events from : Last 7 Days

There are no events recorded for selected range.

My Children Links

Student Dashboard

View Reports

Homework

Data Collection Sheet

Displays detailed information about your child

Access to reports

Information on Events recorded for your child

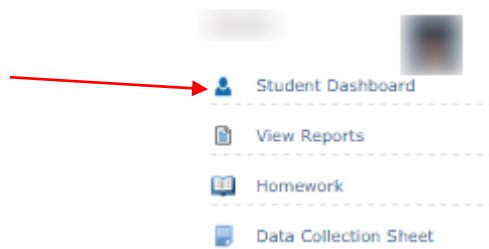
If you have more than one child at the school they will be shown here

Submit changes to your child's information – e.g. address, contact email etc



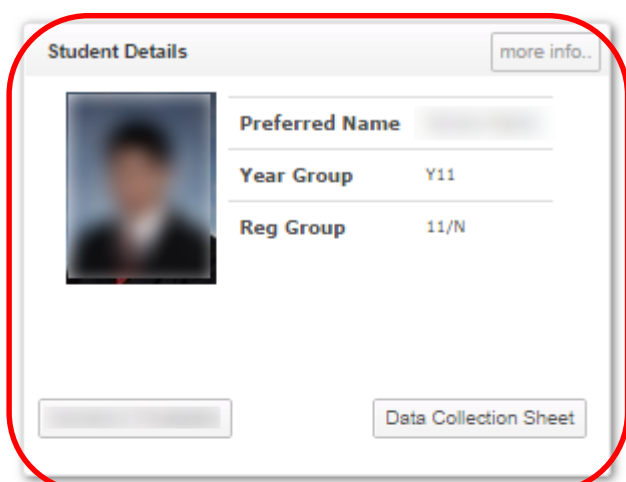
## The Student Dashboard

Access the student dashboard for each child using the link below

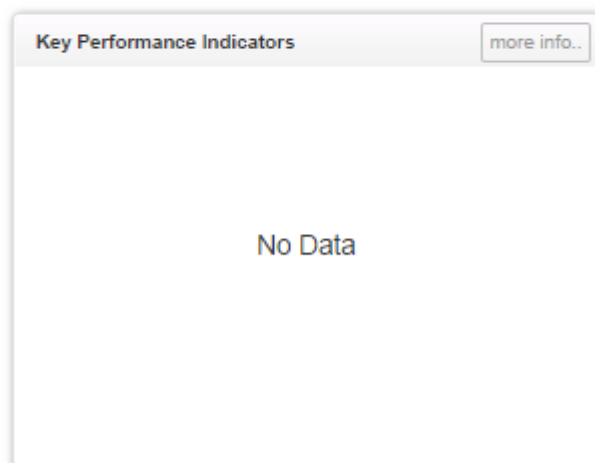
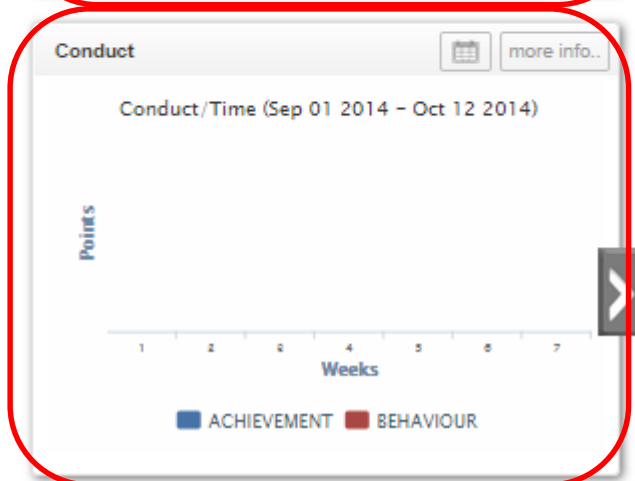
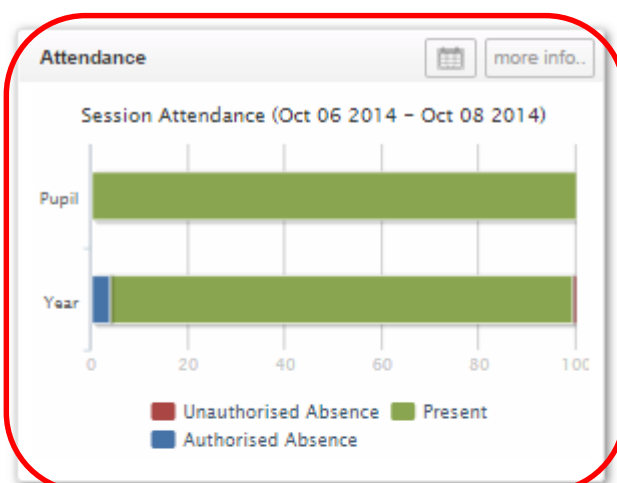


A series of panels are displayed, at the moment some of these may be blank, this will change over time as more information is added to the SLG.

Basic Student Information




Attendance Summary



Conduct Summary –  
Behaviour/Achievement Events



Student Details		more info...
	Preferred Name	
	Year Group	Y11
	Reg Group	11/N

Timetable
Data Collection Sheet

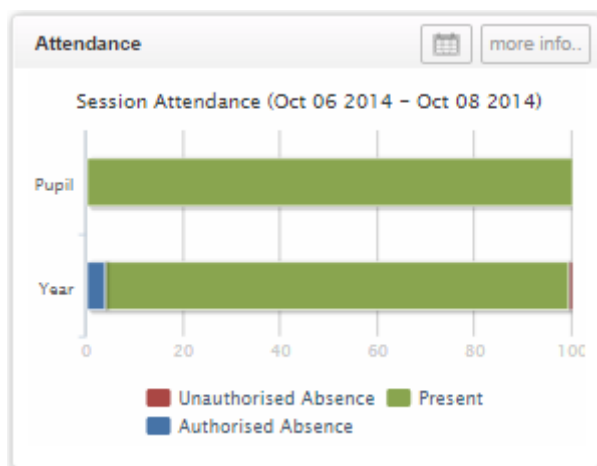
## Student Timetable

[illegible]



## Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of your child's session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks are used to keep a record of your attendance at session registration.



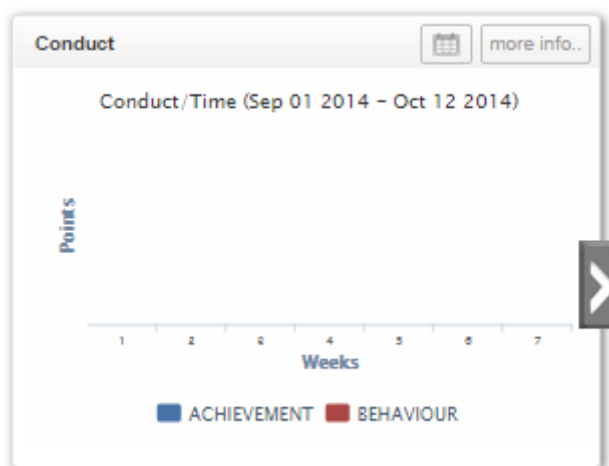
Click the **More Info** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table at the bottom of the page describes what the various session marks mean.





## Conduct Summary

The conduct summary shows an overview of your child's Behaviour and Achievement events.



Click the **More Info** button for a more detailed summary

Student Basic Information

Legal Forename  
Middle Name(s)  
Legal Surname  
Preferred Surname  
Preferred Forename  
Date of Birth 3/12/1999  
Age 15 years, 7 months  
Gender Male  
Birth Certificate Seen  
More Student Details...

Student Session Attendance Summary

The information displayed shows a summary of the student's attendance of sessions between 9/1/2014 and 10/11/2014

Description	Sessions	%
Present	59	98.3
Authorised Absence	1	1.7
Unauthorised Absence	0	0
Marks not Recorded	0	0

Present  
Authorised Absence  
Unauthorised Absence  
Marks not Recorded

More Session Attendance Details...

Student Conduct Summary

Academic Year Academic Year 2014/2015 Refresh  
Achievements - Total Points 0  
Page 1 of 1 Items per page 10 Displaying 1-1 of 1 items  

Date	Type
10/2/2014	Commendation

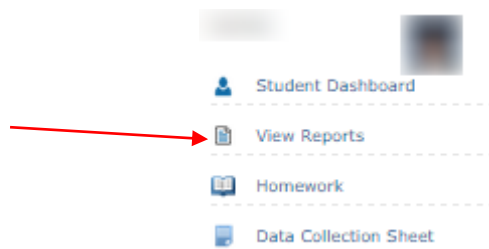
Behaviour - Total Points 0  
Page 0 of 0 Items per page 10 Displaying 0-0 of 0 items  

Date	Type	Points
------	------	--------



## Viewing Reports

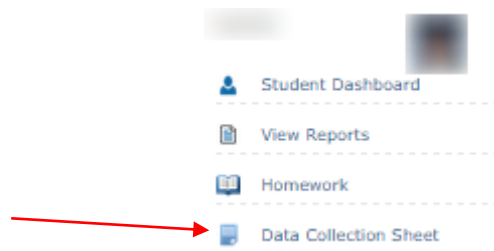
Access the student reports for each child using the link below from the **My Children Dashboard**



Reports will be made available periodically during the year. You may need a pdf reader to open some reports, this can be downloaded from <http://get.adobe.com/uk/reader/>

## Updating your Children or Parental Information

To make changes to your child or parental information use the **Data Collection Sheet** link from the **My Children Dashboard** or from the **Student Dashboard** page



The sheet will display as below, using the sheet you can update:

- Student Details
- Parental Contacts
- Medical Information
- Ethnicity
- Parental Consent



Use the arrow to advance through sections



Click the **pencil** icon to modify details

The screenshot shows a student profile form with the following sections:

- Basic Details**: Includes fields for Legal Name, Preferred Name, Date of Birth, and Gender (set to Male). Each field has a pencil icon to its right for editing. A red arrow points to the pencil icon next to the Preferred Name field.
- Current and Future Addresses**: Includes a text input field for the address and a "+ Add Address" link. Below the field, it says "This is [selected] home address from 16/04/2014".
- Emails**: Includes a text input field for the email and a "+ Add Email" link. Below the field, it says "This is [selected] primary home email address".
- Telephones**: Includes a text input field for the telephone number and a "+ Add Telephone" link. Below the field, it says "This is [selected] primary mobile telephone number".

At the end of the process you will be asked to **Finish**. Once this has happened the data collection icon will disappear from your student dashboard page. The school will process the change and once it has been updated you will see the changes on the SLG. **Note: The school may contact you to confirm changes e.g. proof of change of address etc.**



## I am having problems, what should I do?

If you are having issues using the site or have issues with the information displayed please email

**[slg@barkingabbey.school.co.uk](mailto:slg@barkingabbey.school.co.uk)**

In the email please include the following details:

- Your name
- Your Childs name and date of Birth
- A brief description of the problem

We will aim to respond to any emails within **24 hours**